

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY
Community Trade Adjustment Assistance Program

EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA), U.S. Department of Commerce.
- **Funding Opportunity Title:** *Community Trade Adjustment Assistance Opportunity* under the Supplemental Appropriations Act, 2009 (Pub. L. No. 111-32, 123 Stat. 1859, at 1860 (2009)) – Availability of funds under chapter 4 of title II of the Trade Act of 1974, as amended (19 U.S.C. § 2371 *et seq.*) (Trade Act).
- **Announcement Type and Date:** Initial announcement of federal funding opportunity (FFO). Effective date: January 11, 2010.
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.010, Community Trade Adjustment Assistance.
- **Funding Opportunity Description:** This FFO announces general policies and application requirements for the Community Trade Adjustment Assistance (Community TAA) Program. The purpose of the Community TAA Program is to create and retain jobs by providing project grants to communities (*cities, counties, or other political subdivisions of a State or a consortium of political subdivisions of a State, including District Organizations of Economic Development Districts*) that have experienced, or are threatened by, job loss resulting from international trade impacts (*see section I.A. of this FFO for details*). Grants under the program can be used to support a wide range of technical, planning, and infrastructure projects to help communities adapt to pressing trade impact issues and diversify their economies (*see section III.C. of this FFO for details*).

To be eligible to apply, communities must be certified under one of the following three Trade Adjustment Assistance (TAA) programs: TAA for Workers, TAA for Firms, or TAA for Farmers (*see section III.A. of this FFO for details*). Applications will be competitively evaluated in order to maximize the economic revitalization impact of the program based on the extent to which applications address the following six criteria:

1. **Supporting small and medium-sized communities** (20%), defined as communities with a population of 100,000 or less.
2. **Assisting the most severely impacted communities** (20%) in terms of the number of workers in the community that are impacted in connection with TAA certifications.
3. **Delivering a high return on investment** (20%) in terms of creating and saving jobs, leveraging public-private partnerships, and utilizing best practices in project management.

4. **Supporting Regionalism, Innovation, and Entrepreneurship** (20%) by strengthening regional cluster strategies and fostering technology commercialization.
5. **Supporting Global Trade/Competitiveness** (15%) by supporting “high growth/high potential companies” and advancing business clusters with significant export potential.
6. **Growing the “Green Economy”** (5%) by promoting renewable energy and energy efficiency, “greening” existing processes or functions, and through “green building” (for example, a structure certified under the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) system).

See section V.A. of this FFO for further details.

- **How to Apply and Categories of Eligible Applicants:** A “community,” defined in the Trade Act as “a city, county, or other political subdivision of a State or a consortium of political subdivisions of a State,” is eligible to participate in the Community TAA Program. District Organizations formed and operating in accordance with 13 C.F.R. § 304.2 that coordinate and implement the economic development activities of EDA’s designated Economic Development Districts (EDDs) also are eligible to apply under this announcement. *See also* section III.A. of this announcement. In addition, an applicant community must have one or more “Cognizable Certifications” made with respect to it. “Cognizable Certifications” are TAA certifications made by the Secretaries of Labor, Commerce, and Agriculture under the TAA for Workers, Firms, or Farmers Programs, respectively.

There are two categories of applicants under this FFO. Communities that have had one or more Cognizable Certifications made with respect to them on or after January 1, 2007 and before August 1, 2009 are one category of applicants, and they are referred to as “Grandfathered Communities.” Communities that have had one or more Cognizable Certifications made with respect to them on or after August 1, 2009, are the second category of applicants and are referred to as “Standard Date Communities.” *See* section 273 of the Trade Act (19 U.S.C. § 2371b) and 13 C.F.R. § 313.4. Please also note that for timing considerations, the Standard Date Communities category has been divided into two groups: Group A and Group B. This FFO distinguishes between “Grandfathered Communities” and “Standard Date Communities” because the statute imposes separate deadlines for eligibility purposes. A community can determine whether it is a Grandfathered Community or a Group A or B Standard Date Community based on the date of its most recent TAA Cognizable Certification. If that date is on or after January 1, 2007 and before August 1, 2009, the Community is a Grandfathered Community and must submit in accordance with the deadlines for that category. If the date is on or after August 1, 2009 through October 21, 2009, the community is a Group A Standard Date Community and must submit in accordance with the deadlines for that category. If the date is on or after October 22, 2009, the community is a Group B Standard Date Community and must submit in accordance with the deadlines for that category. These groupings are explained in detail below under “Dates for Preapplication and Application Submissions” and in section III.B.2. of this announcement.

In addition to having had a Cognizable Certification made during one of the above-referenced timeframes, to be eligible to receive grant funds under this program, EDA must make an “Affirmative Determination” that an applicant is an “Impacted Community,” meaning that EDA determines the community is significantly affected by the threat to, or the loss of, jobs associated with one or more Cognizable Certifications. Please see section III.B. of this announcement for complete information on how EDA will accomplish Affirmative Determinations. Please note that different deadlines apply to both Grandfathered and Standard Date Communities, which are noted below under “Dates for Preapplication and Application Submissions” and in section III.B.2. of this FFO. A preapplication or application submitted after these deadlines will not be considered. A community may rely on more than one Cognizable Certification to show trade impact, but, as noted above, must use the most recent certification to determine whether the community must submit as a Grandfathered Community or as a Group A or B Standard Date Community.

- **Dates for Preapplication and Application Submissions:** Different deadlines apply to preapplications for EDA’s Affirmative Determination and for grant applications.
 - *Preapplications for EDA’s Affirmative Determination.* Although there is a single deadline for grant applications under the program, the Trade Act requires that communities submit certain information within a specific timeframe to preserve their eligibility. Because EDA is holding a single competition, Grandfathered Communities and Group A Standard Date Communities may submit preapplications for EDA’s Affirmative Determination to preserve their eligibility. Please see the below paragraphs specific to both categories to determine their respective deadlines.
 - *Grant Applications.* There is a single deadline for eligible applicants to submit full grant applications: April 20, 2010.

Please read the detailed information below to determine how the deadline criteria may affect your community’s submission.

Grandfathered Communities with a Cognizable Certification made on or after January 1, 2007 and before August 1, 2009

Grandfathered Communities must submit information for EDA’s Affirmative Determination by February 1, 2010 to preserve their funding eligibility under the program. Communities may rely on more than one Cognizable Certification to show trade impact for EDA’s Affirmative Determination as set out in section III.B.4. of this FFO, but if the date of a community’s most recent Cognizable Certification is on or after January 1, 2007 and before August 1, 2009, the community is a Grandfathered Community. EDA strongly encourages Grandfathered Communities to submit a full application for grant assistance that incorporates information necessary for EDA to make an Affirmative Determination. Submission of a full application by February 1, 2010 will allow EDA to make an Affirmative Determination in connection with the decision on

whether EDA will fund the application. However, a Grandfathered Community that is not prepared to submit a full application for grant assistance under this program may submit a preapplication for EDA's Affirmative Determination using the *Application for Federal Assistance* (Form SF-424) by February 1, 2010. Applicants choosing to submit a preapplication still must submit a full application for grant assistance by the April 20, 2010 deadline to be considered for funding under the program.

Group A Standard Date Communities with a Cognizable Certification made on or after August 1, 2009 through October 21, 2009

Group A Standard Date Communities must submit information for EDA's Affirmative Determination within 180 days of the community's most recent Cognizable Certification. As noted above, communities may rely on more than one Cognizable Certification to show trade impact, but if the date of a community's most recent Cognizable Certification is on or after August 1, 2009 through October 21, 2009, the community is a Group A Standard Date Community. EDA strongly encourages Group A Standard Date Communities to submit a full application for grant assistance that incorporates information necessary for EDA to make an Affirmative Determination within the 180-day window. Submission of a full application within the 180-day window will allow EDA to make an Affirmative Determination in connection with the decision on whether EDA will fund the application. However, if a Group A Standard Date Community is not prepared to submit a full application within that timeframe, it may submit a preapplication for EDA's Affirmative Determination using Form SF-424 within 180 days of the community's most recent Cognizable Certification. Applicants choosing to submit a preapplication still must submit a full application for grant assistance by the April 20, 2010 competition deadline to be considered for funding under the program.

Group B Standard Date Communities with a Cognizable Certification made on or after October 22, 2009

Group B Standard Date Communities must submit a full application that incorporates necessary information for EDA to make an Affirmative Determination by the April 20, 2010 deadline to be considered for funding under the program. As noted above, communities may rely on more than one Cognizable Certification to show trade impact, but if the date of a community's most recent Cognizable Certification is on or after October 22, 2009, the community is a Group B Standard Date Community. Group B Standard Date Communities do not need to submit a preapplication to preserve their eligibility because the April 20, 2010 grant application deadline occurs within their 180-day window for an Affirmative Determination.

Submission of Preapplications and Applications

Preapplications and applications must be either: (a) transmitted and time stamped at www.grants.gov no later than 5:00 pm (local time in the applicable EDA regional office) on the last day of the applicable preapplication or application deadline; or (b) received by the EDA regional office listed in section VIII. of this announcement no later than 5:00

pm (local time in the applicable EDA regional office) on the last day of the applicable preapplication or application deadline. Note that EDA has regional offices in Atlanta and Philadelphia (Eastern Time); Austin and Chicago (Central Time); Denver (Mountain Time); and Seattle (Pacific Time). Please see section VIII. of this FFO to determine which office serves the State in which your community is located.

For all applicants, preapplications or applications received after the applicable deadline will be considered non-responsive and will not be considered for an Affirmative Determination or for funding, respectively. These submissions may be submitted electronically in accordance with the instructions provided at www.grants.gov or mailed (hard copy format) to the applicable EDA regional office listed in section VIII. of this FFO. See also sections III.B. and C. and section IV. of this FFO for complete information on preapplication and application requirements.

Applicants are strongly encouraged to include information for EDA's Affirmative Determination as part of a full application for grant assistance and to submit full applications as early as possible. Because of the compressed time schedule, applicants that are not submitting a full application and are instead submitting a preapplication by their deadline for an Affirmative Determination must submit a full application for funding by April 20, 2010 to be considered for a grant under the program.

EDA will make a determination of the significance of the trade impact at the same time it decides whether to accept or decline the application for funding. EDA will consider all evidence submitted by applicants in support of an Affirmative Determination of significance. EDA believes that any community that has lost 8.25 jobs per 1,000 workers in the community's most recently reported Civilian Labor Force (CLF) associated with one or more Cognizable Certification(s) meets the threshold of significance. For example, if the applicant's most recently reported CLF is 50,000, EDA would deem the trade impact to be "significant" if there was a job loss of at least 413 associated with the community's Cognizable Certification(s) ($413 / 50,000 = 0.00826 \times 1,000 = 8.26$, note that a job loss of 412 workers in this scenario does not meet the significance threshold of at least 8.25 jobs per 1,000 workers). As an another example, if an applicant's most recently reported CLF is 20,000, EDA would deem the trade impact to be "significant" if there was a job loss of at least 165 associated with the community's Cognizable Certification(s) ($165 / 20,000 = 0.00825 \times 1,000 = 8.25$). Please see section III.B.4. of this FFO for detailed information.

Community Trade Adjustment Assistance Program

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Agency Overview and Program Description

The Economic Development Administration's (EDA's) mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. In implementing this mission, EDA announces the agency's procedures for providing assistance under the Community Trade Adjustment Assistance (Community TAA) Program under the Trade Act of 1974, as amended (19 U.S.C. § 2341 *et seq.*) (Trade Act). The Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009, which was included as subtitle I (letter "I") of title I of Division B of the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5, 123 Stat. 115, at 367), made certain changes to the Trade Act, including establishing the Community TAA Program under chapter 4 of title II of the Trade Act (19 U.S.C. § 2371 *et seq.*).

The Community TAA Program is designed to provide communities with comprehensive and flexible solutions to a wide variety of trade impacts. There currently are a number of Trade Adjustment Assistance (TAA) programs authorized under the Trade Act that target assistance to specific groups within and members of a community, such as workers and firms. However, the negative impacts of trade are not just felt by discrete groups; they reverberate throughout an entire community. The closure or downsizing of a key industry, company, or plant creates severe economic challenges for an entire community impacted by trade. The Community TAA Program supplements and builds upon the other TAA programs by providing comprehensive assistance to address these challenges. The overall goal of the Community TAA Program is to help communities respond holistically and proactively to trade impacts and become more competitive in the global economy. The Community TAA program will help eligible communities devise long-term Strategic Plans and carry out implementation activities to address economic development challenges in regions affected by trade impacts.

The Community TAA Program is one of several economic development programs that EDA administers. EDA's enabling statute, the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA), authorizes a variety of grant assistance programs to help communities and regions experiencing chronic high unemployment and low per capita income create an environment that fosters innovation, promotes entrepreneurship, and attracts increased private capital investment. EDA also administers the Trade Adjustment Assistance for Firms (TAA for Firms) Program under chapter 3 of title II the Trade Act. Through the TAA for Firms Program, EDA provides technical and adjustment assistance to trade-impacted firms through a national network of 11 non-profit and University organizations known as Trade Adjustment Assistance Centers, with each being assigned a different geographic service region. Visit the TAA for Firms website at <http://www.taacenters.org/> for more information on the program.

This competitive solicitation is for the Community TAA Program only. EDA's FFO announcements for assistance under its other programs may be accessed at www.grants.gov or on EDA's FFO webpage at <http://www.eda.gov/InvestmentsGrants/CommunityTAA.xml>. Additional information may be found at EDA's website at www.eda.gov.

B. Statutory Authority for the Community TAA Program

The statutory authority for the Community TAA Program is chapter 4 of title II of the Trade Act (19 U.S.C. § 2371 *et seq.*).

Unless otherwise provided in this FFO, applicant eligibility, program objectives and priorities, application procedures, evaluation criteria, selection procedures, and other requirements for the Community TAA Program are set forth in EDA's regulations at 13 C.F.R. part 313. The Trade Act and EDA's regulations are available at <http://www.eda.gov/InvestmentsGrants/Lawsreg.xml>. Please note that EDA funds may not be used directly or indirectly to reimburse any attorneys' or consultants' fees incurred in connection with obtaining assistance under this FFO. See 13 C.F.R. §§ 313.11 and 302.10.

II. Award Information

A. Funding Availability

Under the Supplemental Appropriations Act, 2009 (Pub. L. No. 111-32, 123 Stat. 1859, at 1860 (2009)), funding in the amount of \$40,000,000 was appropriated for both the Community TAA and TAA for Firms Programs authorized under the Trade Act, as amended by the TGAAA. Under this announcement, \$36,768,000 is available for the Community TAA Program and shall remain available until September 30, 2010. In accordance with section 275 of the Trade Act (19 U.S.C. § 2371d(c)), an Impacted Community may not receive more than \$5,000,000 to implement a Strategic Plan developed under section 276 of the Trade Act. See also 13 C.F.R. § 313.2 for the definition of Strategic Plan. In accordance with section 276(c)(2) of the Trade Act (19 U.S.C. § 2371e(c)(2)), no more than \$25,000,000 of the total amount appropriated for the Community TAA Program may be made available for grants to develop Strategic Plans.

B. EDA Regional Office Allocations for the Community TAA Program Opportunity

EDA will allocate the \$36,768,000 among its six regional offices, located in Atlanta, Austin, Chicago, Denver, Philadelphia, and Seattle, using a formula that considers each region's share of workers receiving funding under the Department of Labor's Trade Adjustment Assistance for Workers (TAA for Workers) Program and workers affected within the firms served by the TAA for Firms Program.

PERCENTAGE AND FUNDING ALLOCATIONS PER REGIONAL OFFICE:

Atlanta Regional Office	-\$8,861,419
Austin Regional Office	-\$3,263,046
Chicago Regional Office	-\$11,315,607

Denver Regional Office – \$2,683,432
Philadelphia Regional Office – \$6,588,807
Seattle Regional Office – \$4,055,689

As new TAA certifications are made, EDA may adjust the allocations to the regional offices, based on changing conditions or on its experience in administering the appropriation to ensure funds are used to maximum effect or to adjust to unforeseen changes in trade recovery efforts.

C. Anticipated Number and Amount of Awards

While the Community TAA Program is new, based on EDA’s experience in providing assistance under the Economic Adjustment Assistance Program authorized under PWEDA, EDA estimates that the size of an award for a Strategic Plan under the Community TAA Program may range from \$75,000 to \$200,000. In addition, EDA estimates that awards to implement projects or programs in Strategic Plans may range from \$700,000 to \$3,500,000. However, these ranges are informational only and are not intended to restrict the size of awards. Based on the amount of available funding and the allocations to the regional offices, EDA anticipates that some regions may award only one grant, and no region is likely to award more than 10 grants.

D. Type of Funding Instrument

Subject to the availability of funds, EDA may enter into either grants or cooperative agreements with an eligible applicant in order to provide funding assistance for eligible activities.

E. Project Periods

Under the Community TAA Program, project periods generally will depend on the nature of the project for which grant assistance is provided. EDA anticipates a grant to update and leverage an existing planning document, such as a Comprehensive Economic Development Strategy (CEDS) developed in accordance with section 302 of PWEDA (42 U.S.C. § 3162) and 13 C.F.R. § 303.7, will range between one and three months. EDA anticipates that a grant to develop a new Strategic Plan will not exceed 12 months. See section 276 of the Trade Act (19 U.S.C. § 2371e) and 13 C.F.R. § 313.6 for more information on Strategic Plans. Strategic Plan implementation grants generally are expected to range from 12 to 36 months. EDA will work closely with the recipient to accommodate their projected timelines. See section 275 of the Trade Act (19 U.S.C. § 2371d) and 13 C.F.R. § 313.7 for more information on implementation grants.

III. Eligibility Information and Program Requirements

A. Eligible Applicants

Under section 271 of the Trade Act, a “community” is eligible to apply to participate in the Community TAA Program. The Trade Act defines community as “a city, county, or other

political subdivision of a State or a consortium of political subdivisions of a State.” District Organizations formed and operating in accordance with 13 C.F.R. § 304.2 that coordinate and implement the economic development activities of EDA’s designated Economic Development Districts (EDDs) also are eligible to apply under this announcement. EDA will review the eligibility of an applicant under this FFO at the time a preapplication or full application for grant assistance is received in the regional office. *See* section 271 of the Trade Act (19 U.S.C. § 2371) and 13 C.F.R. § 313.2. For-profit, private-sector entities are not eligible to apply under the Community TAA Program.

In accordance with section 273 of the Trade Act (19 U.S.C. § 2371b), to receive assistance under the Community TAA Program, a community must have one or more of the Cognizable Certifications described below made with respect to it:

1. *Trade Adjustment Assistance for Workers Program.* A certification by the Secretary of Labor that a group of workers in the community is eligible to apply for assistance under section 223 of the Trade Act (19 U.S.C. § 2273).
2. *Trade Adjustment Assistance for Firms Program.* A certification by the Secretary of Commerce that a firm located in the community is eligible to apply for adjustment assistance under section 251 of the Trade Act (19 U.S.C. § 2341).
3. *Trade Adjustment Assistance for Farmers Program.* A certification by the Secretary of Agriculture that a group of agricultural commodity producers in the community is eligible to apply for adjustment assistance under section 293 of the Trade Act (19 U.S.C. § 2401b).¹

See also the definition of Cognizable Certification at 13 C.F.R. § 313.2.

In order for a community to be eligible to apply for grant assistance under this funding opportunity, EDA must make an Affirmative Determination that the community is “significantly affected by the threat to, or the loss of, jobs associated with any such certification.” Please note that a community may rely on more than one Cognizable Certification to show trade impact for EDA’s Affirmative Determination as set out in section III.B.4. of this FFO, but must use its most recent certification to determine whether it must apply as a Grandfathered Community or a Group A or B Standard Date Community.

Once EDA has made such a determination, the community will be referred to as an Impacted Community. *See* section 273 of the Trade Act (19 U.S.C. § 2371b) and 13 C.F.R. § 313.4. *See* also sections III.B. and III.C. of this announcement for more information on program process and timing considerations.

¹ Please note that as of the date of publication of this announcement, no certifications had been issued under the TAA for Farmers Program. Please visit the Department of Agriculture’s website at <http://www.fas.usda.gov/ITP/TAA/taa.asp> for updates. Also, TAA for Farmers certifications will be published in the *Federal Register*.

B. Community TAA Program Affirmative Determination Requirements

EDA must make an Affirmative Determination that a community is an Impacted Community before the community may receive grant assistance under this program. Section 273 of the Trade Act (19 U.S.C. § 2371b) describes the requirements for an Affirmative Determination. There are two categories of applicants under this competitive solicitation: Grandfathered Communities and Standard Date Communities. Because of timing considerations, EDA has divided the Standard Date Communities category into two groups: Group A and Group B. Different deadlines for submitting preapplications or full applications apply to each category or group of applicant. Please carefully read the information provided below to ensure that your community submits a preapplication or application on time or can rely on one of the lists that EDA has created to ease the Affirmative Determination burden.

1. *EDA Lists to Assist Communities with Affirmative Determination Requirements*

EDA has analyzed TAA certification data and created two lists to assist communities in identifying their eligibility under the Community TAA Program. A community that is not on either list still may request an Affirmative Determination by submitting a preapplication or full application that includes information necessary to establish significant trade impact in accordance with section III.B.4. of this announcement. Please note that different deadlines apply to both Grandfathered and Standard Date Communities, which are detailed in section III.B.2. and summarized in section III.B.3. EDA will not consider a preapplication or application submitted after the relevant deadlines.

a. TAA for Workers Significantly Impacted County List

To assist communities in demonstrating trade impact significance, EDA has analyzed job-loss data in connection with the TAA for Workers Program. In order to assess the relative impact associated with the loss of jobs because of trade impact leading to TAA for Workers certifications, EDA ranked counties with TAA for Workers Cognizable Certifications since January 1, 2007 based on the number of workers receiving assistance under the TAA for Workers Program. See the EDA website at <http://www.eda.gov/InvestmentsGrants/CommunityTAA.xml> for further information. Based on that analysis, EDA has determined that certain counties have experienced a significant impact attributable to job losses associated with certifications under the TAA for Workers Program. EDA has posted the results of the analysis in a list titled “TAA for Workers Significantly Impacted County List” at www.eda.gov/PDF/TAAWSignifImpactedCountyList-through-12-15-09,%20update%2001-04-10.pdf. Since EDA has conducted a significance analysis on the front end, a county on the list will be deemed to have suffered a significant trade impact and to be an Impacted Community. Such counties may proceed to apply for an implementation grant by April 20, 2010 in accordance with sections III.C. and IV. of this FFO.

b. TAA for Workers Significantly Impacted County List – Importance for Communities that are NOT Counties

Please note that EDA's TAA for Workers Significantly Impacted County List only addresses trade impact significance at the county level. The Department of Labor's underlying data was organized by city, but because of the volume of data and to ensure ease of use, EDA aggregated the Department of Labor's data to the county level in creating EDA's TAA for Workers Significantly Impacted County List. For a sub-county community (for example, a city or township) that is not on this list, but is located within a county on the list, EDA still must make an Affirmative Determination that the sub-county community itself is an Impacted Community. Even though sub-county communities are not included on the TAA for Workers Significantly Impacted County List, the list may help a city or township, for example, identify potential eligibility for grant assistance under the Community TAA Program. A sub-county community that is located in a county on the list can search the Department of Labor's "TAA Petition Determination" website at http://www.doleta.gov/tradeact/taa/taa_search_form.cfm by city and State to determine whether a certification has been made with respect to it.

For example, assume City A is located in County B, which county is located on the TAA for Workers Significantly Impacted County List. Even though City A is not automatically deemed to be an Impacted Community, being in a county that is on the list alerts City A that it might have a significant trade impact. City A should search the "TAA Petition Determination" website at http://www.doleta.gov/tradeact/taa/taa_search_form.cfm by city and State to determine whether a TAA for Workers certification has been made in the community since January 1, 2007 and to assess the impact of any certifications in accordance with section III.B.4. of this announcement, which contains detailed information on how to use TAA certifications for an Affirmative Determination. In addition, City A should insert a determination date range of January 1, 2007 through the present date (the date of the search) since certifications before January 1, 2007 do not establish eligibility as a Grandfathered or Standard Date Community. The city also should take care to select the search option for "Certifications" so that only approved TAA for Workers certifications appear.

Communities should note that EDA's TAA for Workers Significantly Impacted County List includes all TAA for Workers certifications made since January 1, 2007 until the date noted on the list, which means that the list does not reflect Affirmative Determination deadline concerns. Continuing the example, City A must be careful to note the Decision Date of its most recent TAA for Workers certification to know whether it must apply as a Grandfathered Community or a Group A or Group B Standard Date Community.

The TAA for Workers Significantly Impacted County List is not a listing of all communities that have had a TAA for Workers Cognizable Certification since January 1, 2007. The list is a significance analysis of those certifications, and therefore, a community that has had a TAA for Workers certification may find that it or the county in which it is located is not on the list. Such a community that has had a TAA for Workers certification and believes that it has been significantly trade impacted still may submit information for EDA's Affirmative Determination in accordance with the deadlines and procedures detailed in sections III.B.2. through III.B.4.

EDA will post updates to the TAA for Workers Significantly Impacted County List on approximately the 20th day of each month through April 2010. As noted above, counties not on the list or sub-county communities may seek an Affirmative Determination of trade impact as described in sections III.B.2. through III.B.4.

c. TAA for Firms Certifications List

EDA also has posted a TAA for Firms Certifications List at www.eda.gov/PDF/TAAF%20Certs010107_123109.pdf, which provides all TAA for Firms Cognizable Certifications from January 1, 2007 until the date noted on the list and is organized by city and State. Because of data limitations, the TAA for Firms Certifications List does not indicate significance of trade impact and a community that has had a TAA for Firms certification still must petition for EDA's Affirmative Determination in accordance with sections III.B.2. through III.B.4. of this FFO. EDA will post updates to the TAA for Firms Certifications List on approximately the 20th day of each month through April 2010. You may contact EDA's TAA for Firms staff at taac@eda.doc.gov.

d. TAA for Farmers

As of the date of publication of this announcement, there had been no certifications under the TAA for Farmers Program for the relevant time period from January 1, 2007 through the date of this funding opportunity. As certifications are made under the TAA for Farmers Program, the Department of Agriculture will publish notice of them in the *Federal Register*. More updates are available on the program website at <http://www.fas.usda.gov/ITP/TAA/taa.asp>.

2. *Dates for Submission of Information for Affirmative Determinations*

As noted above, a community that is not on EDA's TAA for Workers Significantly Impacted County List must seek an Affirmative Determination to be considered an Impacted Community. The information below details the deadlines that apply to the two categories of applicants under this competitive solicitation: Grandfathered Communities and Standard Date Communities. Because of timing considerations EDA has divided the Standard Date Community category into two groups: Group A and Group B.

Although there is a single deadline of April 20, 2010 for grant applications under the program, the Trade Act requires that communities submit certain information within a specific timeframe to preserve their eligibility. Because EDA is holding a single competition, Grandfathered Communities and Group A Standard Date Communities may submit a preapplication for EDA's Affirmative Determination to preserve their eligibility, but must submit a full application by April 20, 2010 to be considered for funding under this announcement. Group B Standard Date Communities do not have to submit a preapplication, but must submit a full application by April 20, 2010 to be considered for funding.

Please note that counties that are listed on EDA's TAA for Workers Significantly Impacted County List are considered to be Impacted Communities. These counties do not have

to seek EDA's Affirmative Determinations and are eligible to apply for grant assistance under this funding opportunity in accordance with sections III.C. and IV. of this announcement.

As noted above, a community may rely on more than one Cognizable Certification to show trade impact, but must use the most recent certification to determine whether the community must submit as a Grandfathered Community or as Group A or B Standard Date Community.

a. Grandfathered Communities

A Grandfathered Community is a community that had one or more Cognizable Certifications made with respect to it on or after January 1, 2007 and before August 1, 2009. *See* section 273(a)(2) of the Trade Act (19 U.S.C. § 2371b) and 13 C.F.R. § 313.2. In accordance with section 273(c) of the Trade Act, a Grandfathered Community must submit information for EDA's Affirmative Determination by February 1, 2010. A Grandfathered Community that does not submit a preapplication or full application in a timely manner is not eligible for grant assistance under the Community TAA Program. Because of limited program resources, EDA encourages a Grandfathered Community to incorporate information for EDA's Affirmative Determination along with its full application for grant assistance on the Application for Federal Assistance (Form SF-424) (checking the box for "Application" in item 1 of the form) and to submit this package by the February 1, 2010 Affirmative Determination deadline. In this case, an attachment at item 15 of the Form SF-424 must contain all information for EDA to make an Affirmative Determination in accordance with 13 C.F.R. § 313.4. *See* section III.B.4. of this FFO for more information on the required attachment(s) and section III.C. for more information on full application packages.

If a Grandfathered Community is not prepared to submit a full application by February 1, 2010, the Grandfathered Community may preserve its eligibility by submitting a preapplication by February 1, 2010 to request an Affirmative Determination using Form SF-424 and checking "Preapplication" in item 1 of the form. The preapplication must describe the threat to, or the loss of, jobs associated with the applicable grandfathered Cognizable Certification(s) and include the information set out in section III.B.4. of this FFO to allow EDA to make an Affirmative Determination. If a Grandfathered Community does not have complete information about the trade impact at the time it submits a preapplication by February 1, 2010, it may supplement the information provided with its preapplication with additional data in its full application. However, the Grandfathered Community should be aware that it must meet the February 1, 2010 Affirmative Determination deadline and submit a full application by the competition deadline of April 20, 2010 to be considered for grant funding under the program.

b. Standard Date Communities

A Standard Date Community is a community with a Cognizable Certification made on or after August 1, 2009. Because EDA is holding a single competition with a deadline date of April 20, 2010 and section 273 of the Trade Act requires EDA to make an Affirmative Determination of the significance of trade impact based on information submitted not later than 180 days of a community's most recent Cognizable Certification, EDA has divided Standard Date

Communities into two groups: Group A and Group B. If the date of a community's most recent Cognizable Certification falls between August 1, 2009 and October 21, 2009, it is a Group A Standard Date Community. If the date of a community's most recent Cognizable Certification is on or after October 22, 2009, it is a Group B Standard Date Community.

Both Group A and Group B Standard Date Communities must submit information for EDA's Affirmative Determination within 180 days of the date of the community's most recent Cognizable Certification. A Group A community, however, must check the date of its most recent Cognizable Certification and submit information for an Affirmative Determination within 180 days of that certification or else it will not be eligible for grant assistance. A Group B community simply must submit its full application by April 20, 2010 because its most recent Cognizable Certification was made on or after October 22, 2009, which is within the 180-day window for submission of information for an Affirmative Determination. Accordingly, a Group B community's full application must contain all information for EDA's Affirmative Determination by the competition deadline of April 20, 2010. The paragraphs below provide more detailed information.

i. Group A: Standard Date Communities with Cognizable Certifications made on or after August 1, 2009 through October 21, 2009

If a Group A Standard Date Community's most recent Cognizable Certification was made on or after August 1, 2009 through October 21, 2009, it must submit information for EDA's Affirmative Determination within 180 days of the date of that Cognizable Certification. A Group A community that does not submit the information in a timely manner is not eligible for grant assistance under the Community TAA Program. Because of limited program resources, EDA encourages such a community to submit the information for EDA's Affirmative Determination along with its application for grant assistance in a full application (Form SF-424, checking the box for "Application" in item 1 of the form). In this case, the attachment to item 15 of the Form SF-424 in the application must contain all information for EDA to make an Affirmative Determination in accordance with 13 C.F.R. § 313.4. See section III.B.4. of this FFO for more information on the required attachment(s) and section III.C. for more information on full application packages.

If a Group A community is not prepared to submit a full application within the 180-day window, the community may preserve its eligibility by submitting a preapplication requesting an Affirmative Determination using Form SF-424 and checking the box for "Preapplication" in item 1 of the form. The preapplication must describe the threat to, or the loss of, jobs associated with the applicable Cognizable Certification(s) and include the information set out in section III.B.4. of this FFO to allow EDA to make an Affirmative Determination. If a Group A community does not have complete information about the trade impact at the time it submits a preapplication within 180 days of its most recent Cognizable Certification it may supplement the information provided in its preapplication with additional data in its full application. However, the Group A Standard Date Community must meet the 180-day Affirmative Determination deadline and submit a full application by the competition deadline of April 20, 2010 to be considered for grant funding under the program.

NOTE: A Group A Standard Date Community must attend carefully to the date of its most recent Cognizable Certification because the statute requires a community to submit its information for an Affirmative Determination within 180 days of that date. Because the April 20, 2010 deadline for this competitive solicitation exceeds the 180-day time period for Group A communities, they must protect their ability to be considered under the competition by submitting a preapplication or full application before the expiration of the 180-day window. A Group B Standard Date Community that has its most recent Cognizable Certification made on or after October 22, 2009 does not face this complication as the April 20, 2010 deadline for the competitive solicitation is in advance of the closing of the 180-day window applicable to its Cognizable Certification.

ii. Group B: Standard Date Communities with Cognizable Certifications made on or after October 22, 2009

Because the compressed timeframe during which funds are available requires expeditious delivery of program resources and reduced applicant burden, EDA will make its decision regarding an Affirmative Determination based on the full application for Community TAA grant assistance for a Group B Standard Date Community. Accordingly, the application must contain all information for EDA to make an Affirmative Determination in accordance with 13 C.F.R. § 313.4. A Group B community must submit a Form SF-424 and check the box for “Application” in item 1 of the form and proceed to submit by April 20, 2010 an application for the community’s proposed project in accordance with section IV. of this FFO. A community that does not timely submit its application will not be considered for funding.

A Group B Standard Date Community does not need to preserve its eligibility by submitting a preapplication because the April 20, 2010 grant application deadline occurs within its 180-day window for an Affirmative Determination.

c. Significance Threshold

Note that in light of the limited funding available, EDA is not likely to find job losses associated with Cognizable Certifications to be “significant” unless the community demonstrates that at least 8.25 workers per 1,000 workers in the community’s most recently reported Civilian Labor Force (CLF) have been impacted by TAA Cognizable Certifications or provides other evidence of equally severe economic distress such as the imminent threat of significant job loss associated with trade. For example, if the applicant’s total CLF is 50,000, EDA would deem the trade impact to be “significant” if there was a job loss of at least 413 workers in the community’s CLF associated with the community’s Cognizable Certification(s) ($413 / 50,000 = 0.00826 \times 1,000 = 8.26$, note that a job loss of 412 workers in this scenario does not meet the significance threshold of at least 8.25 jobs per 1,000 workers). As another example, if an applicant’s most recently reported CLF is 20,000, EDA would deem the trade impact to be “significant” if there was a job loss of at least 165 associated with the community’s Cognizable Certification(s) ($165 / 20,000 = 0.00825 \times 1,000 = 8.25$). Please see section III.B.4. for detailed information.

3. *Summary of Deadlines*

The following summarizes the deadline requirements for submissions under the Community TAA Program. An applicant community that does not timely submit its preapplication or application in accordance with these deadlines will not be considered for grant assistance.

- *Certifications for Grandfathered Communities.* If one or more Cognizable Certifications were made with respect to a community on or after January 1, 2007, and before August 1, 2009, the community must submit a full application for financial assistance using Form SF-424, formally requesting an Affirmative Determination as part of its application for assistance (marking the box “Application” in item 1) not later than February 1, 2010. In the alternative, if a community is not prepared to submit a full application by February 1, 2010, the applicant may submit a preapplication using Form SF-424 (marking the box “Preapplication” in item 1 of the form) by February 1, 2010 (a Grandfathered Community may supplement its preapplication with additional data at a later date), and then submit a full application by the April 20, 2010 deadline for the competition.
- *Group A Standard Date Communities with Certifications on or after August 1, 2009 through October 21, 2009.* Group A Standard Date Communities must submit a full application for assistance using Form SF-424 (marking the box “Application” in item 1 of the form), formally requesting an Affirmative Determination not later than 180 days of the date of the community’s most recent Cognizable Certification. As the 180-day Affirmative Determination window will expire before the April 20, 2010 deadline for the competition, the community must act in a timely manner. In the alternative, if a community is not prepared to submit a full application within the 180-day window, the applicant may submit a preapplication on Form SF-424 (marking the box “Preapplication” in item 1 of the form) within 180 days of the certification, and then submit a full application by the April 20, 2010 deadline for the competition.
- *Group B Standard Date Communities with Certifications on or after October 22, 2009.* Group B Standard Date Communities must submit a full application using Form SF-424 (marking the box “Application” in item 1 of the form), providing all information to allow EDA to make an Affirmative Determination as part of its application under the competitive solicitation by the April 20, 2010 deadline.

EDA will obtain Cognizable Certification(s) from publicly available resources. However, the applicant community should specify to EDA all Cognizable Certifications on which it bases its preapplication or application. See section III.B.4 below for more information.

4. *Preapplication and Application on Form SF-424 (Application for Federal Assistance)*

EDA will use Form SF-424 for both preapplications and full applications. A community is strongly encouraged to incorporate information for EDA's Affirmative Determination into its Form SF-424 as part of a full application package. If, however, Grandfathered or Group A Standard Date Communities are not prepared to submit a full application by their Affirmative Determination deadline, they may submit a preapplication for an Affirmative Determination using Form SF-424 by the applicable Affirmative Determination deadline. If a Grandfathered or Group A Standard Date Community elects to submit a preapplication for EDA's Affirmative Determination, the applicant community must check the box for "Preapplication" in item 1 of the form and complete all numbered items on Form SF-424 except for items 17, 18, and 19. If, however, the applicant is submitting Form SF-424 as part of a full application for grant assistance, the applicant community must complete all numbered items on Form SF-424. Note that for a Grandfathered or Group A Standard Date Community that elects to submit a preapplication using Form SF-424, the community must submit a second Form SF-424 as part of its full grant application, and all items on the Form SF-424 must be completed.

For both preapplications and full applications, a community must submit the necessary information using Form SF-424 to allow EDA to determine that the applicant community is "significantly affected" by the threat to, or loss of, jobs associated with one or more Cognizable Certification(s). Item 15 of Form SF-424 allows for attachments. If a Grandfathered or Group A Standard Date Community elects to submit a preapplication, the community should provide all of the following information and attach it at Item 15 (provided however, that if complete information is not available at the time of submission of the preapplication, the community must include all information for EDA's Affirmative Determination at the time of submitting its full application). If the community is submitting a full application, the community must include the following, the Project Narrative, and other information necessary for a full application. Please see section IV. below for details regarding a full application.

- Clearly identify the community's most recent Cognizable Certification. For example, if City A with two TAA for Workers certifications and one TAA for Firms certification is applying as a Group B Standard Date Community, it must specify which Cognizable Certification it is using to fall into that category and the date of that certification. Note that the community must identify and discuss all Cognizable Certifications upon which it relies for eligibility as a trade-impacted community in its narrative, as described below.
- Percentage of the Civilian Labor Force (CLF) affected by TAA for Workers, TAA for Firms, and/or TAA for Farmers certifications. To perform this calculation, a community must know: (1) how many workers were affected by a TAA Cognizable Certification; and (2) the community's most recently reported CLF. Information on these two items is provided below.

Determining the number of workers affected by TAA Cognizable Certifications

Determining how many workers are affected by a TAA Cognizable Certification will depend on the program and how data is reported. The following details the specifics for each of the three TAA Programs.

- For communities that are basing their eligibility on one or more TAA for Workers Cognizable Certifications and do not know the number of workers affected by the certification(s), the community may contact their State TAA for Workers Coordinator to obtain this information. The community must have the TAA for Workers Decision Number, which may be found on the Department of Labor's Petition Determination website, ready to provide to their State Coordinator. A list of State Coordinators can be found on the Department of Labor's website at <http://www.doleta.gov/tradeact/contacts.cfm>.
- For communities that are basing their eligibility on one or more TAA for Firms Cognizable Certifications and do not know the number of workers affected by the certification(s), the community should contact EDA's TAA for Firms staff at taac@eda.doc.gov to determine the number of affected workers.
- For communities that are basing their eligibility on one or more TAA for Farmers Cognizable Certifications, please contact the TAA for Farmers Program at tradeadjustment@fas.usda.gov to determine the number of certified producers under a particular Cognizable Certification. Please check the Department of Agriculture website at <http://www.fas.usda.gov/ITP/TAA/taa.asp> for program updates.

Determining the community's most recently reported CLF

An efficient way to determine a community's CLF data is by researching the U.S. Census Bureau's Fact Sheet for the community at http://factfinder.census.gov/servlet/ACSSAFFacts?_submenuId=factsheet_0&_sse=on. A community should enter its particular geography (city/town, county, or zip code) in the upper right information box, select its State, and press "Go." A community-specific fact sheet should pop up, and the community should select the tab for the most recent data, which likely will be data from years 2006-2008. If 2006-2008 (or more recent) data are not available, the community may rely on 2000 data or whatever data are most recent. The community's CLF data can be found by scrolling down to "Economic Characteristics" and finding the estimate of the number of people "In labor force (population 16 years and over)."

Calculation

Once both figures are obtained, the community should simply divide the number of workers affected by the relevant TAA Cognizable Certification(s) by the community's most recent CLF and then multiply that number by 1,000. For example, assume Town D has a CLF of 14,000 and finds that 181 workers have been impacted in connection with TAA for Workers and Firms Program certifications. Using the calculation described, Town D would have 12.93 workers per 1,000 members of its CLF impacted by Cognizable Certifications, which exceeds the 8.25 minimum and likely would qualify Town D as an Impacted Community. The formula used in the example is: $181 / 14,000 = 0.012929 \times 1,000 = 12.93$.

- The source of the CLF data the community used to complete the significance calculation.
- A narrative describing the threat to, or the loss of, jobs associated with the applicable Cognizable Certification(s). The community should identify the type and date of each Cognizable Certification and indicate how many workers were affected in connection with each certification. Communities must also include information for each type of TAA certification as described below:
 - For TAA for Workers Cognizable Certifications, the applicant community must provide the TAA Decision Number(s) associated with the Department of Labor's certification decision. TAA for Workers petition determinations may be accessed and searched electronically at http://www.doleta.gov/tradeact/taa/taa_search_form.cfm.
 - For TAA for Firms Certifications, the applicant community must provide the name of the firm certified under the program in the official notification letter provided by the Department of Commerce to the certified firm. A list of firms certified since January 1, 2007 has been posted on EDA's website at www.eda.gov/PDF/TAAF%20Certs010107_123109.pdf. EDA will post updates to the TAA for Firms Certifications List on approximately the 20th day of each month through April 2010.
 - For TAA for Farmers Cognizable Certifications, the applicant community must provide the name and region (region, State, or multi-State area) of the certified agricultural commodity and the record identifier provided by the Department of Agriculture. Note that as of the date of publication of this announcement, no certifications had been made under the TAA for Farmers Program. Visit the TAA for Farmers website at <http://www.fas.usda.gov/ITP/TAA/taa.asp> for updates on the status of the program. In addition, the Department of Agriculture will publish all certifications made under the program in the *Federal Register*.

If a community is applying based on the threat to jobs associated with a Cognizable Certification, it must include solid evidence of that threat, such as a notice issued under the Worker Adjustment and Retraining Notification (WARN) Act (19 U.S.C. § 2101 *et seq.*) or similar official statements that relate to the applicable Cognizable Certification. Unsupported company announcements, even if publicly announced, are not likely to be deemed sufficient.

The information attached at item 15 of Form SF-424 and required for EDA's Affirmative Determination may not exceed five pages in length, double-spaced text, with approximately 200 to 300 words per page. The five-page limit is an upper limit only; therefore, applicants should be as concise as possible.

Once EDA has made an Affirmative Determination, EDA will consider the community to be an Impacted Community significantly impacted by trade. Because of the compressed time schedule, Grandfathered and Group A Standard Date Communities that elect to submit a preapplication for an Affirmative Determination will then need to complete and submit by April 20, 2010 a full application to be considered for a grant. EDA will make a determination of the significance of the trade impact at the same time it decides whether to accept or decline the application for funding.

For applicants that are submitting a full application, please see section IV.C. for information on the Project Narrative, which must include information for EDA's Affirmative Determination.

C. Strategic Plan Grants and Implementation Grants

Provided that EDA has made an Affirmative Determination that a community is an Impacted Community in connection with the TAA for Workers Significantly Impacted County List, a Grandfathered or Group A Standard Date Community's preapplication, or as part of the review of a community's full application, EDA will consider the Impacted Community's application for grant assistance to develop or carry out a Strategic Plan.

1. *Grants to Develop Strategic Plans*

Grants to develop a Strategic Plan are designed to help the Impacted Community achieve economic adjustment to trade impacts. See section 276 of the Trade Act (19 U.S.C. § 2371e) and 13 C.F.R. § 313.6 for the requirements applicable to Strategic Plans, including requirements to ensure the involvement of private and public entities in the process, and technical requirements designed to ensure that the plan analyzes current challenges and opportunities facing the Impacted Community.

EDA strongly encourages applicants to link and leverage existing planning efforts. A Strategic Plan should update and incorporate relevant provisions of existing plans that affect an Impacted Community's economic development efforts, such as an applicable CEDS and strategies developed in concert with the U.S. Department of Transportation, U.S. Department of Energy, the Environmental Protection Agency, and other federal, State, and local agencies.

2. *Grants to Implement Projects or Programs in Strategic Plans*

In order to award an application to implement a Strategic Plan, EDA must determine that the plan meets the requirements of section 276 of the Trade Act and EDA's implementing regulation at 13 C.F.R. § 313.6. EDA will review information submitted with the application to ensure that the proposed funding will support activities that respond to the economic dislocation attributable to the job losses that led to the community's Cognizable Certification(s) and to ensure that the activities are otherwise consistent with an acceptable Strategic Plan. The Impacted Community must submit its Strategic Plan for EDA's review and approval as part of its application. Note that if the community is relying on a CEDS as its Strategic Plan, it need not be re-submitted if EDA has the current document.

Implementation grants may be provided for construction or non-construction projects. Such assistance may include: (a) infrastructure improvements, such as site acquisition, site preparation, construction, rehabilitation, and equipping of facilities; (b) market or industry research and analysis; (c) technical assistance, including organizational development such as business networking, restructuring or improving the delivery of business services, or feasibility studies; (d) public services; (e) training; and (f) other activities justified by the Strategic Plan that satisfy applicable statutory and regulatory requirements. *See* 13 C.F.R. § 313.7. *See* also section IV. of this FFO for information on submitting application packages. EDA will not award grant assistance to establish revolving loan funds under the Community TAA Program.

D. *Cost Sharing or Matching Share Requirement*

For Strategic Plan grants, section 276(c)(1) the Trade Act (19 U.S.C. § 2371e; 13 C.F.R. § 313.6(d)) provides that the federal share of eligible costs may not exceed 75 percent. For implementation grants, section 275(d) of the Trade Act (19 U.S.C. § 2371d, 13 C.F.R. § 313.7(d)) provides that the federal share of eligible costs may not exceed 95 percent.

While cash contributions are preferred, in-kind contributions, consisting of contributions of space, equipment, or services, may provide the required non-federal share of the total project cost. *See* 15 C.F.R. § 24.24. EDA will fairly evaluate all in-kind contributions, which must be eligible project costs and meet applicable federal cost principles and uniform administrative requirements. Funds from other federal financial assistance awards are considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute. *See* 13 C.F.R. § 300.3. The applicant must show that the matching share is committed to the project for the project period, is and will be available as needed, and is not conditioned or encumbered in any way that precludes its use consistent with the requirements of EDA investment assistance. *See* 13 C.F.R. § 301.5.

IV. Application Information

A. Application Packages

Important: Please refer to important information in section IV.G. of this FFO titled “Application Submission Requirements” to help ensure your application is received by EDA.

1. *Application packages for Strategic Plan Grants*

To apply for a Strategic Plan grant, the applicant must complete and submit the following:

- Form ED-900 (*Application for Investment Assistance*)
- Form SF-424 (*Application for Federal Assistance*) (Note that if an applicant is submitting a full application for a Strategic Plan grant that contains information for EDA’s Affirmative Determination, it must submit only one Form-SF-424. If, however, the applicant already has submitted a Form SF-424 in connection with a preapplication, it must submit a second Form SF-424 in connection with its full application. The Project Narrative included as an attachment at item 15 of Form SF-424 must discuss how the proposed project meets the evaluation criteria set out in section V.A. of this FFO.)
- Form SF-424A (*Budget Information—Non-Construction Programs*)
- Form SF-424B (*Assurances—Non-Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

The applicant also may be required to provide certain lobbying information using Form SF-LLL (*Disclosure of Lobbying Activities*). Form ED-900 provides detailed guidance to help the applicant assess whether Form SF-LLL is required and how to access the form.

2. *Application packages for Implementation Grants*

To apply for an implementation grant *with* construction components, the applicant must have an EDA-approved Strategic Plan, and must complete and submit the following:

- Form ED-900 (*Application for Investment Assistance*)
- Form SF-424 (*Application for Federal Assistance*) (Note that if an applicant with an existing Strategic Plan is submitting a full application for a construction implementation grant that contains information for EDA’s Affirmative Determination, it must submit only one Form-SF-424. If, however, the applicant already has submitted a Form SF-424 in connection with a preapplication, it must submit a second Form SF-424 in connection with its full application. The Project Narrative included as an attachment at item 15 of Form SF-424 must discuss how the proposed project will carry out the Strategic Plan to address the economic dislocation caused by the trade impact leading to the Cognizable Certification(s). The attachment at item 15 of the form also must discuss how the proposed project will meet the evaluation criteria set out in section V.A. of this FFO.)

- Form SF-424C (*Budget Information—Construction Programs*)
- Form SF-424D (*Assurances—Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

To apply for an implementation grant *without* construction components, the applicant must have an EDA-approved Strategic Plan, and must complete and submit the following:

- Form ED-900 (*Application for Investment Assistance*)
- Form SF-424 (*Application for Federal Assistance*) (Note that if an applicant with an existing Strategic Plan is submitting a full application for a non-construction implementation grant that contains information for EDA's Affirmative Determination, it must submit only one Form-SF-424. The Project Narrative included as an attachment at item 15 of Form SF-424 must discuss how the proposed project will carry out the Strategic Plan to address the economic dislocation caused by the trade impact leading to the Cognizable Certification(s). The attachment at item 15 of the form also must discuss how the proposed project will meet the evaluation criteria set out in section V.A. of this FFO.)
- Form SF-424A (*Budget Information—Non-Construction Programs*)
- Form SF-424B (*Assurances—Non-Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

Applicants for both construction and non-construction implementation grants may be required to provide certain lobbying information using Form SF-LLL (*Disclosure of Lobbying Activities*). The Form ED-900 provides detailed guidance to help the applicant assess whether Form SF-LLL is required and how to access it.

B. Obtaining Application Packages

Communities eligible under this announcement may obtain preapplication and full application packages electronically at www.grants.gov. Alternatively, applicants may request paper (hardcopy) preapplication and application packages by contacting the applicable EDA regional office listed in section VIII. of this FFO.

See section IV.G. of this FFO for paper or electronic submission requirements. *See* section V. of this FFO for information regarding application evaluation and selection procedures.

The applicant is advised to read carefully the instructions contained in this FFO, on www.grants.gov, and in all forms contained in the appropriate preapplication or application package. It is the sole responsibility of the applicant to ensure that the appropriate preapplication or application package is complete and received by EDA.

C. Content of Form ED-900 and Project Narrative

1. *Form ED-900*

Form ED-900 is required for a grant application to develop a Strategic Plan or implement a project or program in a Strategic Plan under the Community TAA Program. Based on whether an Impacted Community is submitting an application for a Strategic Plan or implementation grant, the following tables detail the sections and exhibits in Form ED-900 that an Impacted Community must complete.

Strategic Plan Grant	Required Form ED-900 Sections
On the initial page of Section A of Form ED-900, check that you are applying for Economic Adjustment Assistance. In section B(3)(C), check that you are applying under “Special need,” and check “Negative effects of changing trade patterns” under the “Special need” paragraph.	Complete Sections A, C, E, and F and Exhibit C.

Implementation Grant	Required Form ED-900 Sections
On the initial page of Section A of Form ED-900, check that you are applying for Economic Adjustment Assistance. In section B(3)(C), check that you are applying under “Special need,” and check “Negative effects of changing trade patterns” under the “Special need” paragraph.	Complete Sections A, B, and K, and Exhibit C. Also complete Sections M and Exhibits A, D, and E if the application has construction components and Section N if the application has only design/engineering requirements. Complete Section E if the application has no construction components.

2. *Project Narrative*

As noted above, the Project Narrative included as an attachment to item 15 in the Form SF-424 must include a discussion of the following:

- **Significance of Trade Impact.**—If the applicant has not already submitted a preapplication, the narrative must include all information for EDA’s Affirmative Determination as set out at section III.B.4. See section III.B.4. of this FFO to ensure all necessary information is submitted.
- **Strategic Plan.**—If the application is for a grant to create a Strategic Plan or update an existing Strategic Plan, the narrative must discuss how the proposed plan will be consistent section 276 of the Trade Act and EDA’s

implementing regulation at 13 C.F.R. § 313.6. *See also* sections III.C.1. and IV.A.1. of this announcement.

- **Strategic Plan Implementation.**—If the application is for a grant to implement a Strategic Plan, the narrative must discuss how the proposed project is consistent with that plan and describe how the proposed funding will enable the applicant to carry out activities pursuant to that plan. *See* sections III.C.2. and IV.A.2. of this FFO.
- **Scope of Work and Anticipated Results.**—The narrative must discuss what the EDA funds will support and the anticipated results.
- **Project Fit with EDA Mission and Priorities.**—The narrative must discuss how the proposed project satisfies the evaluation criteria set out in section V.A. of this FFO.

If the applicant already has submitted a preapplication, the Project Narrative may not exceed eight pages in length, double-spaced text, with approximately 200 to 300 words per page, including any attachments, but not including the cover page. The eight-page limit is an upper limit only; therefore, applicants should be as concise as possible.

Note that if an applicant has not submitted a preapplication and is submitting a full application that contains all information for EDA's Affirmative Determination, the applicant must also include the information required under section III.B.4. of this FFO. The information required for EDA's Affirmative Determination may not exceed five pages in length, double-spaced text, with approximately 200 to 300 words per page. The five-page limit for this information is an upper limit only; and applicants should be concise as possible. Such an applicant still has the full eight pages for the remainder of its Project Narrative as noted above.

D. Deadline for Submissions

The closing date for receipt of applications for funding under this competitive solicitation is April 20, 2010. The closing time is 5:00 p.m. local time in each of EDA's six regional offices: Eastern Time for the Philadelphia and Atlanta regional offices; Central Time for the Austin and Chicago regional offices; Mountain Time for the Denver regional office; and Pacific Time for the Seattle regional office. Completed paper applications must be physically received by the appropriate regional office listed in section VIII. of this FFO. The closing date and time are the same for paper submissions as for electronic submissions. The date and time that an application will be deemed to be submitted electronically will be determined in accordance with the electronic filing instructions provided for in this FFO and on www.grants.gov.

Applications received after the applicable closing date and time will not be considered for funding. EDA will not accept any changes, additions, revisions, or deletions to applications after the closing date and time have passed. The regional office may contact an applicant after technical review of all applications for the purpose of determining whether a proposed project can be completed with a modified scope of work acceptable to EDA or for a smaller budget than

that proposed if EDA is unable to fund the full amount requested. See section V. of this FFO for application review and selection information.

Applicants are strongly encouraged to start early and not to wait until the approaching closing date to review the instructions for submitting an application through www.grants.gov. Applicants should save and print written proof of an electronic submission made at www.grants.gov. If problems occur while using www.grants.gov, the applicant is advised to (i) print any error message received; and (ii) call www.grants.gov at 1-800-518-4726 for immediate assistance. EDA may allow more time for application submission due to system problems at www.grants.gov that are beyond the control of the applicant. See section IV.G.1. of this FFO for more information on electronic submissions.

E. Intergovernmental Review

Applications for Strategic Plan or implementation grants are subject to the requirements of Executive Order (EO) 12372, “*Intergovernmental Review of Federal Programs*.” To find out more about a State’s process under EO 12372, applicants may contact their State’s Single Point of Contact (SPOC). Names and addresses of some States’ SPOCs are listed on the Office of Management and Budget’s home page at www.whitehouse.gov/omb/grants/spoc.html.

F. Funding Restrictions

The uniform administrative requirements for Community TAA Program assistance are codified at 15 C.F.R. part 24. Funds awarded cannot necessarily pay for all the costs that the recipient may incur in the course of carrying out the project. Allowable costs are determined by reference to the Office of Management and Budget Circular No. A-87 titled “*Cost Principles for State, Local and Indian Tribal Governments*” (2 C.F.R. part 225). Generally, costs that are allowable include salaries, supplies and other expenses that are reasonable and necessary for completion of the project’s scope of work. Indirect costs are not allowed on awards to implement a Strategic Plan that involve construction projects.

G. Application Submission Requirements

The content of applications is the same for paper submissions as it is for electronic submissions. EDA will not accept facsimile transmissions of applications.

1. *Electronic Submissions*

EDA’s encourages electronic submissions through www.grants.gov. To be able to submit a preapplication or application through www.grants.gov, applicants must register for a www.grants.gov user id and password. Note that this process can take several days, so applicants should not wait until they have completed the preapplication or application package to initiate this process. Information about the www.grants.gov registration process can be found at http://www.grants.gov/applicants/get_registered.jsp. Applicants should register as organizations, not as individuals. Please note that organizations already registered with www.grants.gov do not need to re-register; however, all registered organizations must keep their CCR registration up-to-

date and must designate the person submitting the application on behalf of the organization as an Authorized Organizational Representative (AOR).

Once a preapplication or application package is completed, the applicant may either: (i) electronically submit it via www.grants.gov (assuming the applicant has completed the www.grants.gov registration process); or (ii) print the preapplication or application out for hardcopy submission to the designated point of contact listed in section VIII. of this FFO. The following instructions provide step-by-step instructions for accessing, completing and submitting a preapplication or application via www.grants.gov. Please also read the instructions posted at www.grants.gov.

- a. Navigate to www.grants.gov.
- b. Select “Apply for Grants” from the left-hand menu on www.grants.gov.
- c. Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
- d. Select the link “Download a Grant Application” package.
- e. Enter “EDA01112009CommunityTAA” as the Funding Opportunity Number and click on [Download Package].
- f. Click on the “Download” link.
- g. Click on “Download Application Package.”
- h. Save the applicable preapplication or application package to your computer or network drive. Note that the package file can be shared among multiple users; however, each user must have Adobe Acrobat Reader 8.1.3 installed in order to save changes to the preapplication or application package.
- i. Click on each of the documents in the “Mandatory Documents” box and, after selecting each one, click on the arrow to move these into the “Mandatory Documents for Submission” box.
- j. In the “Optional Documents” box, click on Form SF-LLL if non-federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the “Optional Documents for Submission” box. If you will be submitting your preapplication or application via www.grants.gov, also click on “Attachments” and move this to the “Optional Documents for Submission” box. The Attachments Form allows applicants to attach the Project Narrative and other documents required as attachments under this competitive solicitation. Note that if the applicant is not submitting electronically, the Project Narrative and other required attachments must be printed separately and submitted to the applicable regional office contact in hardcopy.
- k. The preapplication or application package should pre-populate with all selected forms embedded. Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type “not awarded yet” in the “project number” field. **Save the preapplication or application package at regular intervals to avoid losing work.**

- l. Attach the Project Narrative and other required attachments. The preferred file format for attachments is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Excel formats.
- m. When all mandatory fields have been completed, scroll to the top and click on [Check Package for Errors].
- n. Click [Save].
- o. Click [Save and Submit]. At this point, applicants must be connected to the Internet and will be asked to enter their www.grants.gov user id and password in order to submit via www.grants.gov.

EDA requests that applicants kindly refrain from submitting multiple copies of the same preapplication or application package. If an applicant receives an email from www.grants.gov indicating that the preapplication or application was received and subsequently validated, but does not receive an email from www.grants.gov indicating that EDA has retrieved the preapplication or application package within 72 hours of that email, the applicant may contact the designated contact person listed in section VIII. of this announcement to inquire if EDA is in receipt of the applicant's submission.

Applicants should access the following link for assistance in navigating www.grants.gov and for a list of useful resources: http://www.grants.gov/applicants/applicant_help.jsp. If you do not find an answer to your question under [Frequently Asked Questions](#), try consulting the [Applicant's User Guide](#). You also may contact www.grants.gov via email at support@grants.gov or telephone at 1-800-518-4726. The hours of operation for www.grants.gov are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Time (except for federal holidays).

2. *Paper Submissions*

Under this competitive solicitation, a community may submit a completed paper preapplication or application to the applicable EDA regional office listed in section VIII. of this announcement. The community should download and print a copy of the preapplication or application package appropriate to the type of assistance sought, whether for a preapplication or a Strategic Plan or implementation grant and, if the latter, whether construction or non-construction, as detailed in section IV.A. of this FFO. The community may download the applicable preapplication or application package in a screen-fillable format from http://www.grants.gov/applicants/apply_for_grants.jsp, save it electronically, and print for hardcopy submission to the applicable regional office listed in section VIII. of this FFO.

The community must submit one original and two copies of the completed paper application package via postal mail, shipped overnight, or hand-delivered to the applicable regional office, unless otherwise directed by EDA staff. Department of Commerce mail security measures may delay receipt of United States Postal Service mail for up to two weeks. Therefore, communities that submit paper submissions are advised to use guaranteed overnight delivery services.

V. Application Review Information

A. Evaluation Criteria

EDA will give priority to applications that will render the maximum amount of economic revitalization. Applications will be evaluated based on their ability to satisfy the following core funding priorities, with each criterion assigned the weighted as indicated:

1. *Investments that support small and medium-sized communities (20%)*

Priority will be given to an application submitted by an Impacted Community that is a small- or medium-sized community (defined as a community with a population of 100,000 or less). *See* section 275(e) of the Trade Act (19 U.S.C. § 2371d) and 13 C.F.R. § 313.8(b).

2. *Investments that assist the most severely impacted communities (20%)*

Priority will be given to an application based upon the extent to which a proposed project effectively responds to the severity of trade impact within an Impacted Community. For the purposes of evaluation, EDA considers counties significantly to severely impacted if they meet the thresholds outlined below:

- Significantly Impacted: at least 8.25 workers impacted in connection with TAA Cognizable Certifications per 1,000 workers in the CLF; or
- Severely Impacted: at least 28 workers impacted in connection with TAA Cognizable Certifications per 1,000 workers in the labor force.

See also 13 C.F.R. §§ 313.6(d) and 313.7(d)(2).

3. *Investments that have a high return on investment. (20%)*

Priority will be given to an application that yields a high return on investment, as indicated by the extent to which it:

- Leads to the creation/retention of good jobs for the community. This is defined as greater than or equal to the average wage in the county. The Bureau of Labor Statistic's website at www.bls.gov/data/#wages has data available for this analysis.
- Leverages public-private partnerships, for example, as evident by private sector involvement and/or private sector funding in the project.
- Evidences best-practices in project management, for example, by demonstrating a feasible, cost-effective budget and a specific, deadline-driven project timeline.

4. ***Investments that Support Regionalism, Innovation, and Entrepreneurship (20%)***

Priority will be given to an application that strengthens regional cluster strategies and supports innovation and entrepreneurship, as indicated by the extent to which the investment:

- Builds upon or extends existing planning documents, such as a Comprehensive Economic Development Strategy (CEDS), or other federal, State, regional, or local development plans.
- Links clearly to a leading or emerging regional cluster. This may be measured by the extent the investment supports an industry that has a location quotient greater than one. Applicants may find more information on location quotients at the Bureau of Labor Statistic's site at http://data.bls.gov/LOCATION_QUOTIENT/servlet/lqc.ControllerServlet. This also may be demonstrated by:
 - a geographic concentration of an industry compared to the State or nation;
 - increasing regional employment in that industry; or
 - increasing numbers of firms in the relevant cluster.
- Fosters commercialization in technology. This could be shown by increasing technology transfer at an institution of higher education or spinning off new technology, etc.

5. ***Investments that Support Global Trade/Competitiveness (15%)***

Priority will be given to an application that supports global trade and competitiveness, as indicated by the extent to which the investment:

- Supports existing “high growth/high potential companies” or those that have the ability to create “high growth/high potential companies,” which are defined as companies with fewer than 500 employees whose sales doubled in four years or less; or
- Supports businesses or clusters with significant export potential.

6. ***Investments that Grow the “Green Economy.” (5%)***

Priority will be given to an application whose objectives support the “green economy.” Such projects would:

- Promote renewable energy, energy efficiency, and/or reuse, recycling, or restoration that result in a green end-product (for example, a renewable energy commercialization center);
- Green an existing process or function (for example, implementing sustainable manufacturing practices); or
- Result in a green building (for example, a structure certified under the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) system).

Applications will be evaluated to the extent they produce identified green project benefits; for example renewable energy capacity per year, carbon emission offsets, overall energy savings, or third-party verified green building certifications.

B. Review and Selection Process

1. *Technical Review*

Staff in EDA's regional offices will undertake a technical review of each application to ensure that all required forms, signatures, and documentation are present and that the application is in compliance with the technical requirements set out in this FFO, including requirements related to Cognizable Certifications and eligibility as a community. The technical review also will help determine if the proposed project is responsive to the objectives set out in this FFO. Applications that do not meet the technical requirements set out in this FFO will not be referred to the review panel.

2. *Review Panel*

Each regional office will convene a panel to review the merits of each application based on the criteria set forth in this FFO. The review panel will consist of federal employees and may consist of others recommended by the Regional Director of the applicable regional office. At least three members of the review panel will be EDA staff members. The review panel will evaluate independently and rate and rank competitively all technically sufficient applications based on the evaluation criteria listed in section V.A. of this FFO.

The review panel's rating and ranking of the applications will be presented to the regional office's Investment Review Committee (IRC). After reviewing the panel's process and recommendations, the IRC may either: (i) forward the panel's ranked list, unaltered and in its entirety, to the Selecting Official (defined below); or (ii) identify any deficiencies in the review process and direct the review panel to begin the process anew. If the IRC directs the panel to re-evaluate the applications, the review panel will undertake the process again and submit a revised rating and ranking of the applications to the IRC.

C. Selecting Official and Selecting Factors

Under this announcement, the Regional Director in each regional office is the Selecting Official. EDA expects to fund the highest ranking applications. The Selecting Official will normally follow the recommendations of the review panel; however, the Selecting Official may decide not to make a selection, or may select an application out of rank order for several reasons, including:

1. A determination that the application better meets the overall objectives of sections 271 through 277 of the Trade Act (19 U.S.C. §§ 2371 – 2371f);
2. Relative economic distress and financial capability of a community;
3. Availability of program funding;

4. Geographic balance in distribution of program funds;
5. Balanced funding for a diverse group of institutions, to include smaller and rural institutions, which may form part of a broader consortium to serve diverse populations and areas within the regional office's territory; or
6. The applicant's performance under previous federal financial assistance awards.

If the Selecting Official makes a selection out of rank order, the Selecting Official will document the rationale for the decision in writing. As part of the selection process, EDA reserves the right to seek clarifications in writing from applicants for those applications deemed to have highest merit in order to facilitate the selection process.

VI. Award Administration Information

A. Award Notices

An applicant will be notified of EDA's decision. Unsuccessful applications will be retained in the applicable regional office in accordance with EDA's record retention schedule.

If the application is selected for funding, the EDA Grants Officer will issue the grant award (Form CD-450), which is the authorizing financial assistance award document. By signing the Form CD-450, the recipient agrees to comply with all award provisions. EDA will provide the Form CD-450 by mail or overnight delivery to the appropriate business office of the recipient's organization. The recipient must sign and return the Form CD-450 without modification within 30 days of receipt.

If an applicant is awarded funding, neither the Department of Commerce nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of the Department of Commerce and of EDA.

B. Reporting Requirements

All recipients are required to submit financial and performance (technical) reports in accordance with the terms and conditions of the grant award. All financial reports must be submitted to the EDA program officer, preferably in electronic format.

VII. Other Requirements

A. Administrative and National Policy Requirements

Administrative and national policy requirements for all Department of Commerce awards are contained in the *Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements*, published in the *Federal Register* on February 11, 2008 (73 FR 7696). This notice may be accessed by entering the *Federal Register* volume and page number provided in the previous sentence at the following Internet website:

<http://www.gpoaccess.gov/fr/index.html>.

B. Environmental and Historic Preservation Requirements

All applicants for EDA assistance are required to provide adequate environmental information and contact federal and State regulatory agencies, including the designated State Historic Preservation Officer or Tribal Historic Preservation Officer (SHPO/THPO), as appropriate. Applications that may involve the National Environmental Policy Act of 1969, as amended (NEPA), or implicate the National Historic Preservation Act of 1966, as amended, may require the submission of additional information early in the application process. The implementing regulations of NEPA require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental assessments, findings of no significant impact, and records of decision, to the affected public, as specified in 40 C.F.R. § 1506.6(b). For further guidance and information, please contact the Regional Environmental Officer (REO) in the appropriate regional office listed below.

C. OMB Circular A-133 Audit Requirements

Single or program-specific audits shall be performed in accordance with the requirements contained in OMB Circular A-133, "*Audits of States, Local Governments, and Non-Profit Organizations*," and the related *Compliance Supplement*. OMB Circular A-133 requires any non-federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments and Indian tribes) that expends federal awards of \$500,000 or more in the recipient's fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the Circular.

The applicant is reminded that EDA or the U.S. Department of Commerce's Office of Inspector General also may conduct an audit of an award at any time.

VIII. Agency Contacts

As stated in section I.A. of this announcement, this competitive solicitation is for the Community TAA Program Opportunity only. For more information on the Community TAA Program, you may contact the appropriate regional office or Economic Development Representative listed below. EDA's Internet website at www.eda.gov contains additional information on EDA and its programs.

H. Philip Paradise, Jr., Regional Director, Atlanta Regional Office, 401 West Peachtree Street, NW, Suite 1820, Atlanta, Georgia 30308-3510, Telephone: (404) 730-3002, Fax: (404) 730-3025, Internet Address: pparadice@eda.doc.gov

Economic Development Representatives or Regional Office

Contacts:

States covered:

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1835 Assembly Street	South Carolina.
Suite 1075	

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Pedro R. Garza, Regional Director, Austin Regional Office, 504 Lavaca, Suite 1100, Austin, Texas 78701-2858, Telephone: (512) 381-8144, Fax: (512) 381-8177, Internet Address: pgarza@eda.doc.gov

Area Directors:	States covered:
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